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JOB DESCRIPTIONS

NSA [REDACTED]

D-4

Position NS-24      Administrative Assistant      GS/301/7

Under the direction of the Chief, [REDACTED] NSA Division, serve as the Administrative Assistant for the Section.

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1. Responsible for the preparation and routing of outgoing cables, dispatches and memoranda for the [REDACTED]

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a. Assure that established and current procedures are effected in the preparation of all correspondence.

b. Assure proper routing for necessary action, coordination and distribution of correspondence.

c. Maintains a Top Secret log and a current daily log for dispatches and cables.

2. Responsible for reviewing and logging all incoming correspondence for the Section.

a. Notifies responsible members of the Section of the deadline that must be met in answering dispatches and cables.

b. Maintains a current daily log on dispatches and cables.

3. Responsible for reviewing shipping documents.

a. Examine and review shipping documents to assure proper content and quantity; and, insure correct addressing of all cargoes for field use.

b. Maintain and adjust Logistics Section records of all shipments.

c. Maintain a follow-up system and inform the Office of Logistics when cargoes have been received by the field.

4. Responsible for ordering and being accountable for all books, periodicals and intelligence data required by NSA Division (Headquarters and Field).

a. Monitor and prepares requests for books, periodicals and

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Security Information

intelligence data to proper units in accordance with current procedures and regulations.

b. Maintains a record of all Library and HQM/OIS requests from NSA Division.

c. Maintains a follow-up system for timely delivery of all such requests.

d. Ensures that loan documents and books from CIA Library are returned.

5. Responsible for all Reproduction requirements of NSA Division.

a. Receives, monitors and prepares requirements for forwarding to the pertinent unit.

b. Maintains a log of all reproduction services requested for NSA Division.

c. Maintains a follow-up system for timely delivery of these requirements and the expeditious handling and delivery of finished product.

6. Responsible for necessary liaison within the Division and out of the Division in connection with assigned duties.

7. Responsible for such other duties as may be assigned by the Chief, [REDACTED]

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